



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, Pennsylvania 17110-2993
Ph. (717) 237-2100 Fax: (717) 237-2238

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PENNSYLVANIA BULLETIN NO. PA230-7-7

SUBJECT: EOP – Civil Rights Review Compliance

Purpose: To satisfy Pennsylvania's requirement to have a mailing list in every office designated by RSNOD in order to be compliant with the National Civil Rights Team's recommendations and to be used as an outreach tool.

Expiration Date: September 30, 2007

Background: Following the National Civil Rights Review, the report provided commendations as well as recommendations, and agreed-to items. A requirement is that a mailing list designated by RSNOD information (Race, Sex, National Origin, Disability) is developed and maintained in each office. To make this easier for field offices, the state office has obtained data for all NRCS, FSA, and RD customers that have been entered into SCIMS, and they are designated by RSNOD information. This information is in Excel format and, once sorted, will be sent to each District Conservationist and Supervisory District Conservationist. This will serve as the Field Office's current mailing list designated by RSNOD. It is important that all employees understand that this is sensitive information since it includes names and addresses of our customers and must not, under any circumstances, be shared with anyone outside of the agency.

Action:

1. Every DC will communicate with their staff the significance of the information and the importance of keeping this information private.
2. Every DC will maintain this list and add names to the list as new customers are identified.

Questions or requests for assistance may be directed to Travis Watkins at 717-237-2147 or to travis.watkins@pa.usda.gov.

/s/ Craig R. Derickson

CRAIG R. DERICKSON
State Conservationist

Distribution: AE

